

## § 101-3.000

- 101-3.202 Coverage.
- 101-3.203 Exclusions.
- 101-3.204 Reports to be submitted.
- 101-3.205 Optional reporting method.
- 101-3.206 Preparation and due dates.
- 101-3.207 Supplementary information.

### Subparts 101-3.3—101-3.48 [Reserved]

#### Subpart 101-3.49—Forms and Reports

- 101-3.4900 Scope of subpart.
- 101-3.4901 GSA forms.
- 101-3.4901-1166 GSA Form 1166: Annual Report of Real Property Owned by or Leased to the United States.
- 101-3.4901-1166(I) Instructions for the preparation of GSA Form 1166: Annual Report of Real Property Owned or Leased to the United States.
- 101-3.4901-1166(I-A) Major cities.
- 101-3.4901-1209 GSA Form 1209: Summary of Number of Installations Owned by or Leased to the United States.
- 101-3.4901-1209(I) Instructions for the preparation of GSA Form 1209: Summary of Number of Installations Owned by or Leased to the United States.

AUTHORITY: Sec. 205(c), 63 Stat. 390 40 U.S.C. 486(c).

SOURCE: 29 FR 15596, Nov. 20, 1964, unless otherwise noted.

#### § 101-3.000 Scope of part.

This part prescribes that procedures and forms for use by executive agencies in preparing annual reports necessary for the maintenance and publication of inventories of real property owned by and leased to the United States as of the last day of September of each fiscal year.

[54 FR 38673, Sept. 20, 1989]

#### Subpart 101-3.1—General Provisions

##### § 101-3.100 Scope of subpart.

This subpart deals with the background, objectives, and coverage of reports in connection with the real property owned by and leased to the United States.

##### § 101-3.101 Background.

(a) The inventory of Federal real property was initiated and is being continued at the request of the Senate Committee on Appropriations.

(b) The House Committee on Government Operations requests data annu-

## 41 CFR Ch. 101 (7-1-00 Edition)

ally on all federally owned real property for inclusion in its real and personal property inventory reports.

(c) Executive Order 12411 and related regulations require annual review of agency goals and plans in the area of space reduction and property disposals.

[29 FR 15596, Nov. 20, 1964, as amended at 54 FR 38673, Sept. 20, 1989]

##### § 101-3.102 Program objectives.

The principal objectives of the Governmentwide real property inventory program are:

(a) To provide a centralized source of information on Federal real property holdings;

(b) To track space utilization of reporting agencies;

(c) To identify underutilized property;

(d) To achieve the most effective control and economical Governmentwide utilization of available property;

(e) To facilitate disposal of surplus property;

(f) To evaluate the compliance of reporting agencies with the provisions of Executive Order 12411 and implementing regulations;

(g) To provide a basis for the intelligent evaluation and appraisal of budgetary requirements; and

(h) To establish a ready reference for answering inquiries from the Congress, the press, trade associations, educational institutions, Federal, State and local government agencies, and the general public.

[54 FR 38673, Sept. 20, 1989]

##### § 101-3.103 Coverage.

The inventory reports prescribed in this part 101-3 shall cover land, buildings, and other structures and facilities throughout the world, which are owned by or leased to the United States, including wholly-owned Federal Government corporations.

##### § 101-3.104 Source of data.

Data reported shall be based on agency real property and accounting records.

##### § 101-3.105 Agency Liaison.

Each reporting agency shall designate an official to serve as agency

## Federal Property Management Regulations

## § 101-3.202

representative for the real property inventories. The same representative should be designated for the federally owned and leased real property inventories, although separate representatives are permitted. The General Services Administration, Office of Governmentwide Policy, Washington, DC 20405, shall be advised in writing of the names of all such representatives and subsequent changes.

[54 FR 38674, Sept. 20, 1989]

### **Subpart 101-3.2—Annual Reports—Real Property Owned by and Leased to the United States**

SOURCE: 54 FR 38674, Sept. 20, 1989, unless otherwise noted.

#### **§ 101-3.200 Scope of subpart.**

This subpart prescribes the procedures and forms to be used by executive agencies in connection with annual reports on real property owned by and leased to the United States.

#### **§ 101-3.201 Reporting agency.**

Reports on real property owned by and leased to the United States shall be submitted by the agency responsible for the maintenance of real property records and accounts as prescribed by General Accounting Office principles and standards and illustrated in 2 GAO 1270 and 2 GAO 7030 for owned property. For purposes of this inventory, the above rule shall apply regardless of the manner of acquisition or which agency is currently using the property. For example:

(a) For general purpose buildings, such as office buildings or warehouses, which are occupied by a Federal agency or agencies upon determination by GSA, and for which GSA is responsible for elevator and guard service, and for cleaning and maintenance, GSA is the reporting agency.

(b) For special purpose buildings, such as Coast Guard stations, military reservations, hospitals, and prisons, those agencies having control of building management and operation including authority to assign or reassign space in such buildings, will be considered as the reporting agencies.

(c) For leased property, the agency currently administering the lease and making payments to the lessor, regardless of which agency executed the original lease or which agency is currently using the property.

#### **§ 101-3.202 Coverage.**

The annual reports of real property owned by or leased to the United States shall cover land, buildings, and other structures and facilities owned by the United States throughout the world and all real property leased from private individuals, organizations, and municipal, county, state, and foreign governments, as evidenced by a written agreement involving a monetary consideration and a landlord-tenant relationship. It shall also include right of use and occupancy obtained under eminent domain proceedings or equivalent procedures. These reports shall include the following:

(a) Unreserved public domain lands.

(b) Public domain lands reserved for national forests, national parks, military installations, or other purposes.

(c) Real property acquired by purchase, construction, donation, and other methods.

(d) Real property in which the Government has a long-term interest considered by the reporting agency as being equivalent to ownership.

(e) Buildings or other structures and facilities owned by or leased to the Government whether or not located on Government-owned land.

(f) Excess and surplus real property. (The reporting agency, as defined in § 101-3.201, shall continue to retain accountability and report excess and surplus real property pending its transfer to a Federal agency or disposal.)

(g) Buildings being acquired under the terms of the Public Buildings Purchase Contract Program or Lease Purchase Agreements (39 U.S.C. 2103, 40 U.S.C. 356). Buildings shall be reported upon completion of construction. Separate annual reports shall also be submitted for real properties held in trust by the Federal Government.

(h) Each lease executed for land only, with an annual rental of \$500 or more.

(i) Each lease executed for a building location(s), other structures and facilities, or combination thereof (whether